



## **Executive Committee Meeting Minutes January 28, 2011**

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### **Conference Participants:**

Felicia Taylor, President  
Carrie Poston, Member at Large – Grants  
Barbie Brunner, Member at Large, Bylaws  
Sabra Miller, President Elect  
Kim Miller, Treasurer  
Janie Runkle, Historian  
Jacquie Rainey, National Delegate  
Diane Gottsponer, Member at Large, Awards  
Rachel Luckett, Member at Large, Conference  
Ramona Cash, Secretary

### **Conference Call in**

Amanda Harvey, Vice-President  
Kanisha Caesar, Member at Large – Membership

### **II. Introductions of members present, 2011 Officers**

- Everyone went around the room to introduce themselves and their position.

### **III. Job Descriptions**

- Felicia passed out job descriptions to everyone present. She said we can revisit this later but wanted everyone to understand what they needed to do.

### **IV. Treasury Report**

- Kim Miller passed out Arkansas SOPHE Financial Report 2009- 2010.
- Ending balance of \$7, 664.34
- 2<sup>nd</sup> page- Financial Report for Conference.
- 3<sup>rd</sup> page- previous year.

### **V. Historian, Janie Runkle took photos during meeting.**

### **VI. Arkansas SOPHE Conference 2011.**

- Felicia asked what we thought about moving the date to April since March is so close. She wanted to move it to the week of National Public Health Week. Everyone agreed to the idea.
- A venue sheet was passed out with several options for hotels, dates and costs.
- Barbie brought up a concern about the budget and what we would need to charge the members for the conference.
- Kim was also concerned about the price and if the businesses would be willing to pay out of budget for their employees to go if the price was too high.
- Felicia would like to keep the conference target in Arkansas and do mail outs to get the word out.
- It was brought up that we haven't ever done a mail out and that we normally stick to email since it's in the budget.
- Felicia would like to think about other topics and target a lot of different people. We need to contact all schools in Arkansas. She said ideally the Surgeon General would speak. She would like to touch all areas of Arkansas and not just Little Rock.
- The date was decided for **April 5<sup>th</sup>** on a Tuesday Choosing the Crown Plaza for the first choice and the Hilton for the 2<sup>nd</sup> choice.
- Felicia and Rachel will get together and will present on ideas for the speaker.
- Felicia asked the group to think about our contacts and who we can reach out to.
- Felicia asked us to keep Dana in our thoughts today due to her surgery.
- Felicia asked about incentives that we have. Kim and Amanda said we have water bottles and a few t-shirts. We will revisit this.
- Felicia asked if our scholarship winner would be able to help with the conference. Kim was not sure but would check.
- Sabra asked what the main goal of the conference was. Barbie answered mostly networking. Sabra asked about having sponsors to help pay and if we think we should look into this. Kim said it would take a dedicated person just to work on sponsors. Sabra said she didn't want to volunteer to do it but wanted to know if a member would be willing to.
- Sabra asked where to send her contacts to. Felicia said to email them to ar sophe email address.

#### **VII. SOPHE Midyear Conference**

- This will be held in Albuquerque, NM May 1-4, 2011.
- Felicia asked the committee if we would be willing to send her. It would be the cost of registration and airfare. She thinks she will be able to find a place to stay with family/friends.
- Rainey said that someone could go in her place if they wanted too.
- Some were concerned about the budget. We tabled it.

#### **VIII. Outreach Efforts for 2011**

- Felicia would like the committee members to try and attend some conferences to network and outreach. She listed off a few. She suggested us all doing the April 16th AHA Health walk.

**IX. 501 c (3) Status**

- Barbie said we were.

**X. National Conference Update- Rainey**

- We won the spirit award at the November 5<sup>th</sup> conference.
- We have been designated chapter.

MCHES begins in April

Kanisha stated that if anyone would be interested in a mentor it will be located on the website.

Amanda- She is working on approving 100 hours of CHES credits. She is also working on health education violations and what to do if you see anyone working as a health educator without a certification.

With no further business, meeting ended at 12:45 pm